

Walla Walla Fairgrounds Community Center Rental Application

Contact Name _____ Day Phone () _____ - _____

Mailing Address _____ City/Zip _____

Cell Phone () _____ - _____ Email: _____

Event Date(s) _____ Event Start Time: _____ End Time: _____

Will **ALCOHOL** be present? NO YES Time it will be consumed (start) _____ end _____

PUBLIC EVENT _____ or **PRIVATE EVENT** _____ Estimated attendance _____

Type of Event _____ Admission Fee? No Yes Amount: \$ _____

ORGANIZATION WEBSITE: _____

*****NO MUSIC OR ALCOHOL CONSUMED AFTER MIDNIGHT*****

Initial	<i>FAIRGROUNDS RESERVES THE RIGHTS TO ALL FOOD/BEVERAGE CONCESSIONS—SEE RENTAL REQUIREMENTS If you would like food/beverage concessions, it MUST go through office.</i>	TOTAL <i>(Office Use Only)</i>
	BOOKING FEE \$200 Fee is deducted from your final total. NON-REFUNDABLE	
	◆ FULL COMMUNITY CENTER 12,271 Square Feet 798 Occupancy Monday-Thursday \$800/day Friday-Sunday \$900/day Included in rental: 80- 3'x8' banquet tables & 650 chairs, Sound system with 1 Microphone and Kitchen #3.	
	◆ HALF COMMUNITY CENTER \$600/day 5,628 Square Feet 365 Occupancy Included in rental: 40 - 3'x8' banquet tables & 325 chairs, sound system with 1 Microphone and Kitchen #3.	
	Each ADDITIONAL KITCHEN \$100 Items included with Kitchens may vary.	
	NOTE: Up to 60 6' Round Tables are available. \$200 fee to exchange. Round Tables Requested: _____	
	Extra Chairs needed: _____ \$2.00 each Extra 3'x8' Tables needed: _____ \$5.00 each	
	Stage _____ \$15 per 4x8 section. Stage Set Up location: _____	
	Additional Microphones _____ \$25.00 each with one stand	
	Free Standing Podium _____ Tabletop Podium _____ Included. Initial if needed.	
	Wi-Fi Access _____ \$50 One Day _____ \$75 Two Days _____ \$100 3+ days	
	Ceiling Magnets _____ Included. Initial if needed.	
	Reader Board/Public Events <i>one line, if available</i> <i>NO charge 30 spaces for letters and spaces</i> _____ - - - - - _____	
	Campers _____ \$25.00 per night	
	EARLY SET UP FULL DAY REQUEST _____ \$400/DAY <i>Full day. If available</i>	
	EARLY SET UP 1PM REQUEST _____ \$200 <i>1PM Early Set-Up. If available</i>	
	LATE CLEAN UP REQUEST _____ \$200 <i>12 Noon Late Clean-Up if available</i>	

Any event **approved** to be invoiced must be paid within 10 days of receipt of invoice. **Total=**
 Any account over 10 days will incur a late fee of \$50 every 30 days until paid.